

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

DATE: 18 February 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number Eight, Week of 12 - 18 February 1957

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1. Numbers in Clerical Induction Training. During the week of 12 February there were people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were people for the week of 12 February.

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3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 12 February were as follows:

	Tested	Qualified
Shorthand	<input type="text"/>	
Typewriting		

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4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 18 February were as follows:

	Tested	Qualified
Shorthand	<input type="text"/>	
Typewriting		

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5. Attends A & E Staff Meeting. On 13 February 1957, was invited to present to the members of the A & E Staff a summary of the types of training offered in the three sections of Clerical Training.

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6. Clerical Training Staff Member to Organize Follow-up Training. of the IO Staff has asked if a member of the Clerical Training staff could work with a special group of trainees he recently instructed in English. He feels that a number of the trainees need follow-up training in the subject. A Clerical Training instructor is being assigned to work on this project. The training will necessarily be on a "correspondence" basis.

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2.

7. Typing Demonstration. Initial plans are being made for
[redacted] world champion typist, to conduct a typing
demonstration in the Clerical Training classes in April.

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OTR/CT:MAH:jdm (18 February 1957)

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